

Upcoming participating offices

Wave 3 Offices: Birmingham, Caribbean, Columbia, Greensboro, Jackson, Knoxville, Louisville, Miami, Nashville

Wave 4 Offices: Buffalo, Charleston, Hartford, Manchester, Newark, Philadelphia, Pittsburgh, Providence, Richmond; Washington DC

Wave 5 Offices: Honolulu, Las Vegas, Los Angeles, Phoenix, Portland, Seattle

Multifamily for Tomorrow Job Exchange Program

The MFT Job Exchange Program is designed to reduce the impact of relocations as part of the Multifamily for Tomorrow (MFT) transformation. The Job Exchange Program allows MFT-impacted employees to remain in the same geographic location by making their positions available for "exchange" with HUD employees in other program offices in the same location, who would like the opportunity to either relocate, accept a buyout, or early retirement. The program is being administered by OCHCO. Please take a moment to read the "[Multifamily Housing Transformation Job Exchange Pilot Program Policy](#)."

How it Works

- Window 1:** Multifamily Production and Operations employees who are located outside the Regional Center and Satellite offices and are receiving a directed reassignment to another location are invited to submit their applications. OCHCO will verify the MF employee's eligibility and generate a Job Exchange Opportunity Announcement for other HUD employees apply to.
- Window 2:** After the first step is complete, employees in other HUD program areas **AND MF Asset Management employees** may apply for job exchange opportunities that are available on the Job Exchange website in their same location.
- Selection:** If OCHCO determines that the employees are comparably qualified, each employee's information will be provided to the other selecting official for review. When both program office officials agree to an exchange, both employees will be notified of the proposed exchange. If all parties agree, the exchange will take place.

WHEN IN DOUBT APPLY!

What Managers need to know

- This is a voluntary program. You are not required to agree to an exchange; however, declination of candidates should be for job-related criteria.
- Even though this program is voluntary on the part of management; employees do not need supervisor approval to apply for the program.
- The employees exchange pairing have been determined to be comparably qualified with each other. That means that the each employee should be able to assume the duties of the other position at satisfactory level with little to no training, apart from familiarization with your specific office's and the program area's procedures.
- Once you receive an exchange pairing, you have two business days to make a decision.
- If you receive more than one candidate for consideration, you may interview and/or select any or none of the candidates. There is no requirement to conduct an interview. There is no specific number of people you must interview.
- Once an exchange is agreed upon by both program areas and both employees, it is irrevocable.
- If an employee exchanges into a MF position and does not separate under a VERA/VSIP, he/she will be required to relocate with the MFT position.
- Please take a moment to read [Multifamily Housing Transformation Job Exchange Pilot Program Policy](#)
- You will get specific instructions if you receive a request for an exchange. If you have any other questions concerning the program, please email mftjobexchange@hud.gov.

Info for MF Production/Operations employees

ELIGIBILITY

To be eligible to apply in Window 1, you must:

- Be in a position that will be receiving a directed reassignment outside of your local commuting area;
- Be a full-or part-time; career, career-conditional, or excepted service leading to career/career-conditional appointment;
- Have not had a performance-based action taken against you or have received an Opportunity to Improve notice in the past year;
- Not currently be on a Performance Improvement Plan; and
- Have at least a "Fully Successful" during your last annual performance rating.

HOW TO PARTICIPATE IN THE PROGRAM

If you meet the eligibility above and would like to participate in the MFT Job Exchange Program, submit the following information, via mftjobexchange@hud.gov.

- [Multifamily Housing Employee Request Form](#);
- Your most recent resume; and
- Your most recent performance appraisal of record. (If the employee does not have a performance appraisal, a statement should be added in the submission, stating a reason)

NOTE: Due to the short turnaround time of this program, incomplete applications will not be processed, nor will employees be contacted to request missing documents.

Info for other HUD employees (including MF Asset Management)

NOTE: Prior to submitting an exchange application, you must independently verify your eligibility for VERA/VSIP through your servicing human resources office. Receiving an exchange offer does not imply eligibility, application, or acceptance of a VERA, VSIP, and/or relocation.

ELIGIBILITY

To be eligible for this program you must:

- Be a full-or part-time; career, career-conditional, or excepted service leading to career/career-conditional appointment;
- Have not had a performance-based action taken against you or have received an Opportunity to Improve notice in the past year;
- Not currently be on a Performance Improvement Plan;
- Have at least a "Fully Successful" during your last annual performance rating; and
- Be eligible to separate under VERA/VSIP or be willing to relocate to the exchange position's target duty location.

NOTE: There is no limit on the number of positions for which applicants may apply. However, once a position has been accepted and all parties have agreed, employees will not receive further consideration for other positions and the job exchange is irrevocable.